

# NGDA Lifecycle Maturity Assessment (LMA) User Functionality & Tips



*May 2017*

# Topics

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- ❖ Browser Tips
- ❖ LimeSurvey Navigation
- ❖ Saving Your Work
- ❖ Reviewing Results
- ❖ Printing or Saving Results
- ❖ “Do and Do Nots”
- ❖ Feedback
- ❖ Resources
- ❖ Next Steps
- ❖ Questions and Help

# Browser Tips

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- ❖ LimeSurvey has been successfully tested using the following browsers:
  - ✓ **Firefox**
  - ✓ **Chrome**
  - ✓ **Internet Explorer**
  - ✓ **Edge**
- ❖ Please use the latest browser versions if possible
- ❖ **Enable cookies** so you can return to the previous LMA session

# LimeSurvey Navigation

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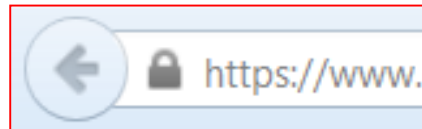
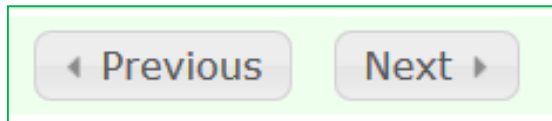
- ❖ Use 'Question Index' on the right to navigate between sections

Question index
1. Survey Navigation / Help
2. Introduction
3. Questions Overview
4. Questions for All Stages
5. STAGE 1- Define/Plan
6. STAGE 2- Inventory/Evaluate
7. STAGE 3- Obtain
8. STAGE 4- Access
9. STAGE 5- Maintain
10. STAGE 6- Use/Evaluate
11. STAGE 7- Archive
12. Review and Approval
13. Feedback
14. Submit

# LimeSurvey Navigation

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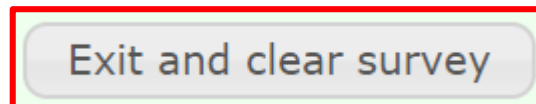
- ❖ Use LimeSurvey “Next” and “Previous” buttons to navigate pages
- ❖ **Do NOT use browser buttons!**
- ❖ **Do NOT use “Exit and Clear” button unless you want to **delete all info** and start again**



Mozilla Firefox



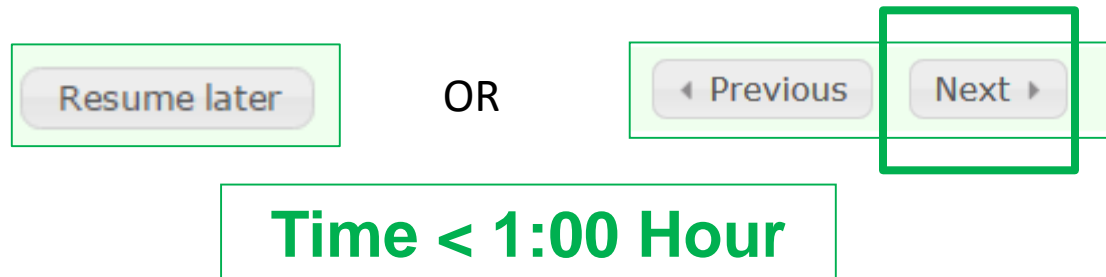
Google Chrome



# Saving Your Work

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- ❖ Clicking '**Next**' will **save** your entries on the current page and moves to the next page
- ❖ Clicking '**Resume Later**' will **save** your entries on the current page and you can return later to finish
- ❖ **Do NOT** leave LMA open for more than **one hour** without saving or it will timeout – ALL information entered on the page since the last time it was saved will be lost!
- ❖ **Warning!** Exit and Clear button will delete ALL information!



# Reviewing Results

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- ❖ If you would like to view your answers, please wait until you reach the “**Review and Approval**” page
- ❖ Scroll down to see a summary of questions and responses
- ❖ Any incomplete or unanswered questions that require a response will appear with red text
- ❖ Please return to that page, provide a response, and click ‘Next’ to save

3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

No processes or tools in place (Please explain)

Explanation if “No processes or tools in place” selected:

**You have not provided a REQUIRED explanation for “No processes or tools in place”**

**Example of an incomplete or unanswered required question displayed on the ‘Review and Approval’ summary page**

# Printing or Saving Results

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- ❖ If you would like to print or export your answers, you can do so from the “**Review and Approval**” page
- ❖ At the bottom, click the green button for “**Print PDF**” options
- ❖ A pop-up window will open and you can choose the destination for your printer or to save as a PDF
- ❖ Please use the ‘**landscape**’ orientation option for either printing or exporting to PDF

Click the button to print the current page or save as a PDF.





# “Do & Do Nots”

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## ❖ Use latest browser versions of:

- ✓ Firefox
- ✓ Internet Explorer
- ✓ Chrome
- ✓ Edge

## ❖ Enable cookies to return to the previous session

## ❖ Use the “Previous” and “Next” buttons and Question Index menu to navigate

## ❖ Save entries and proceed to next page by clicking **‘Next’**

## ❖ Save entries and remain on the current page by clicking **‘Resume later’**

## ❖ Avoid timeouts – Do NOT leave survey open for more than one hour without saving using ‘Next’ or ‘Resume Later’ buttons

## ❖ Do NOT use the browser forward and back buttons

## ❖ Do NOT print in Portrait orientation, use Landscape

# Feedback

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- ❖ All feedback is welcome and helps drive future improvements
- ❖ Feedback Mechanisms:
  - ❖ Feedback page located after Stage 7
  - ❖ NGDA LMA e-mail: [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov)
- ❖ Comments might include:
  - ❖ Were the questions straightforward to answer?
  - ❖ Were the maturity calculations clear?
  - ❖ Was the assessment tool easy to use?
  - ❖ Did you have any issues completing the full assessment?
  - ❖ Do you have suggestions for next LMA?

# Resources

- ❖ Review the online [2017 NGDA LMA Resources](#) on the GeoPlatform.gov Theme Lead Community
- ❖ Read the [NGDA LMA - Frequently Asked Questions \(FAQ\)](#) document
- ❖ Contact the NGDA LMA Help Desk: [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov)

**GEOPLATFORM.gov** fgdc

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**2017 NGDA Lifecycle Maturity Assessment**  
A-16 NGDA Theme Community NGDA LMA Help Desk

**2017 NGDA Lifecycle Maturity Assessment**  
Lead: Federal Geographic Data Committee (FGDC), Office of the Secretariat  
Lead: Jennifer Carino (FGDC)

**2017 NGDA LMA Resources**

- NGDA Lifecycle Maturity Assessment
- How to Calculate Maturity
- Maturity Matrix
- NGDA LMA FAQ

**2017 NGDA Lifecycle Maturity Assessment Training Slides**

- LMA Training - Background and Overview
- LMA Training - LMA Functionality and Tips

**2017 NGDA Lifecycle Maturity Assessment Training Recording**

- NGDA LMA Training Video (Under Review)

**Welcome to the 2017 NGDA Lifecycle Maturity Assessment**

Below you will find information about upcoming events and what's new in 2017. To the left you will find informational resources to help guide you through the LMA process. If you have questions, contact [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov).

**Events**

**Training**

**May 3, 2017 10:00-12:00 ET**  
Dataset Managers and Theme questions, and maturity response contact [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov)

**May 4, 2017 1:00-3:00 ET**  
Topics for those who cannot attend sessions will be recorded and you have not received the invitation.

**NGDA Lifecycle Maturity Assessment**

**Community**

**2017 NGDA Lifecycle Maturity Assessment**

Community Type: Work Group  
Sponsor: FGDC  
Sponsor Email: [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov)  
Register or login in order to participate in this community.

**FGDC.GOV**  
FEDERAL GEOGRAPHIC DATA COMMITTEE

**NGDA Lifecycle Maturity Assessment (LMA)**  
Frequently Asked Questions (FAQ)

Federal Geographic Data Committee  
5/1/2017

# Next Steps

- ❖ Lifecycle Maturity Assessment will open on Monday, May 8, 2017
- ❖ Final NGDA Dataset assessments are due by Friday, August 4, 2017
- ❖ Reminders will be sent out and status reports will be shared
- ❖ Assessments can be modified until the closing date



# Questions and Help

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- ❖ Questions may be sent from the LMA by using the issues drop down and the 'Submit your question' link on the Navigation / Help page or by emailing directly to [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov)

*Experiencing an issue?* Choose one of the following issues, then click the email link below to contact us.

Choose one of the following answers

Maturity Assessment Process ▼

Submit your question to [NGDA\\_LMA\\_help@fgdc.gov](mailto:NGDA_LMA_help@fgdc.gov) and please give a detailed explanation of the issue you're experiencing. We'll get back to you as soon as possible!